

PINE TREE CEMETERY **RULES AND REGULATIONS**

It is the desire of the Corunna City Council and the Cemetery Board to make Pine Tree Cemetery a quiet and beautiful resting place for your departed loved ones. The governing board of Pine Tree Cemetery believes that, in enforcing rules, regulations, and restrictions, it will provide to the greatest extent possible for the contentment of grave owners.

The following have been adopted:

1. **BURIALS:** All interments must be made under the supervision of the Superintendent of Public Works/Sexton, whose duty it shall be to have graves opened, to have all funeral directors assisted, receive payment for graves and grave opening/closing, issue deeds, and to have entire control of all matters relating to burials.

Owners of lots or graves shall not give, transfer, or sell their lots or graves to another party without the knowledge of the Sexton (See #6 for resale policy) and no lot or grave shall be used for any other purpose than a human burial place.

Only two cremains or one human remain will be allowed per grave space unless prior approval has been given by the Superintendent of Public Works/Sexton.

Before a burial can be made, payment for the grave, as well as the fee for opening and closing, must be paid in full before or at the scheduled time of burial. The Superintendent of Public Works/Sexton shall not order any burial to occur without payment in full.

No raised graves will be allowed.

No flowers, vases, or baskets will be removed for at least 48 hours after any burial except at the request of or by the immediate family. Requests must be made to the Department of Public Works.

Graves will be leveled by the Department of Public Works, upon settling, after a burial. Only black dirt will be allowed on graves, and the grave will be seeded by the Department of Public Works, if weather permits, at the time it is leveled. If weather does not permit leveling and seeding, it will be leveled and seeded at the earliest possible time.

2. **URNS:** All urns must first be accepted by the Department of Public Works before placement and all urns must have a foundation installed by the Department of Public Works or a monument company. No urn will be allowed on a single grave. Urns will be allowed on family lots only, and only marker space can be used for the urn. Only one urn per family lot. Any urn will be removed from a lot when placed by an owner who fails to conform to this regulation. All plantings in urns must be weeded and watered by the owner.

3. **MARKERS:** Only one marker per deceased will be allowed. If there are two cremains on one gravesite, two markers, no taller than 4", will be allowed on the grave. All markers are to be placed at the head of the grave, except in areas of double lots where the graves in the eastern lot will be marked at the foot of the grave, unless approved by the Superintendent of Public Works/Sexton.

All markers are to be no larger than the grave or graves for which they are intended and must have a foundation installed by the Department of Public Works or a monument company. Any marker placed on a grave without a foundation will be removed by the Department of Public Works as soon as it is discovered and the owner billed for the cost of a foundation. If the foundation is installed by anyone other than the city, the city will not be responsible for the foundation.

Large "family" lot markers are no longer allowed.

4. **MILITARY SERVICE MARKERS:** Military markers or bronze plaques will be placed on graves under the above rules listed in #3, unless there is already a marker present. In this case, all military markers or plaques will be placed on the graveside of the current marker. A foundation must be purchased from the Department of Public Works or a monument company before any military marker or bronze plaque is placed on a grave.

If a bronze military plaque is to be attached to an existing marker, the owner of the marker must contact a monument company to perform this work. The Department of Public Works will not attach a plaque, sign, or memorial to any marker.

5. **PLANTINGS:** Flowerbeds cannot be longer than the length of the marker and no wider than 24". Flowers can be planted on the graveside of the marker only. No edging or fencing of a grave or marker will be allowed unless flush with the ground. All flowers must be watered and weeded by the grave or lot owner.

No rose bushes, spreading plants or bushes are allowed.

Every effort will be made to avoid accidentally cutting down planted flowers during normal cemetery maintenance. However, the Department of Public Works cannot guarantee this, especially if the plantings are neglected by the owner or difficult to see.

No tree planting or removal is allowed unless approved by the Superintendent of Public Works/Sexton. No tree planting will be allowed on graves or lots. Any work on trees will be done by the Department of Public Works unless approved by the Superintendent of Public Works/Sexton.

Wreaths and plants in containers, vases, baskets, or wooden boxes may be set on a grave for holidays or on the birthday of the deceased, but the turf must not be removed to keep any decorations from falling. No decoration, of any kind, may lie on the ground. Any decoration, must be removed within ten (10) days after the holiday date, unless arrangements are made with the Department of Public Works. The Department of Public Works will not be responsible decoration's maintenance or replacement.

Grave blankets are allowed on graves, during the winter months, but will be removed by the Department of Public Works in May of each year unless removed by the owner before that time.

6. **RESALE POLICY:** Once purchased, Pine Tree Cemetery will not buy back any graves from the owner or any descendants. If the owner or any descendants decide to resell the graves privately, they must first document complete ownership of the graves to the Sexton of Pine Tree Cemetery. The seller must have the original deed for the property and a notarized statement declaring that all claim to the graves has been given to the seller. All known parties with interest in the graves must sign this statement and their signatures notarized.

The Sexton is then to be notified of the sale by letter. This letter must include the original deed; the notarized claim statement; the new owner's name, address, and phone number; and date of the sale. The Sexton will then send a statement of deed transfer to the new owner describing the graves that were purchased. If the sale involves only part of the graves listed on the original deed, the original owner will receive an updated deed describing the remaining graves.

The Sexton will make every effort to assure the owner that there are not burials in the graves being sold but, because of missing cemetery records, the Sexton, the Cemetery Board, and the City of Corunna will not be held liable for any unknown burials found in resold graves. If a resold grave is found to have a previously unknown burial, the grave will be labeled as unusable and the new owner will hold the reseller of the graves liable for repayment.

7. **VEHICLES:** Vehicles within the cemetery shall observed the following:
 - A. Speed limit is to be ten (10) miles per hour.
 - B. The sounding of horns or other warning devices is prohibited at any time.
 - C. Vehicles must not be turned about on the avenues, but must continue on to the next turn.
 - D. Parking on cemetery grass on either side of the avenue is prohibited at any time. Parking is allowed on the right of way grass on Cherry and Pine Street.
 - E. No children under the age of 12 will be permitted in the cemetery unless attended by an adult who is responsible for their conduct.
 - F. Motor-scooters, motorcycles, snowmobiles, bicycles, and any animals are prohibited.
 - G. Heavy trucks will not be allowed on cemetery avenues when roads are soft and restricted.

Any other violation may be issued to any people conducting themselves in a disorderly manner, subject to police control, by the direction of the Corunna City Council.